



## 所需文件 REQUIRED DOCUMENTS

遞交申請表時，請一併附上以下文件：——

When you submit your application, please produce the following documents:—

1. 駕駛執照持有人的身分證明文件的正本或副本；  
the original or photocopy of identity document of the driving licence holder;
2. 駕駛執照持有人的授權書，授予申請人索取駕駛執照細節證明書的權利(如申請人非駕駛執照持有人)；  
a letter of consent from the driving licence holder giving authority for disclosure of his licence particulars if the applicant is not the licence holder;
3. 獲授權申請人的身分證明文件的正本或副本；  
the original or photocopy of identity document of the authorised applicant;
4. 應繳費用——駕駛執照細節證明書的申請費用為 \$160 [有關申請費用或會更改。因此，如欲知最新費用，你可於本署各牌照事務處詢問處、或致電顧客服務熱線 2804 2600/1823 電話中心查詢、參閱牌照事務處的牌照費用表 (TD341) 或瀏覽運輸署網頁 (www.td.gov.hk)]。如以支票/銀行本票付款，請劃線並寫明「香港特別行政區政府」為收款人，並在支票/銀行本票背面寫上你的姓名、身分證明文件號碼及日間聯絡電話號碼；請勿郵寄現款。  
The appropriate fee—the application fee for Certificate of Driving Licence Particulars is \$160 [The application fee may be subject to change. For enquiry about the updated application fee, you may make enquiries at the enquiry counters of Licensing Offices or from Customer Service Hotline 2804 2600/1823 Call Centre, refer to the licence fees table (TD341) from licensing offices, or visit Transport Department's website (www.td.gov.hk) for information]. If pay by cheque/cashier order, please make cheque/cashier order payable to either “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” and crossed. Please write down your name, identity document number and daytime contact telephone number on the back of the cheque/cashier order; cash should not be sent by post.

## 遞交申請表途徑 WAYS OF SUBMISSION OF APPLICATION

填妥申請表後，可

- (甲) 郵寄至東九龍郵政信箱 68115 號 (本署會於十個工作天內將有關細節證明寄回給你)；或
- (乙) 親自或由代理人交回下列地點 (如果申請由代理人遞交，代理人必須出示其本人身分證明文件正本，以作記錄)：——
- (一) 香港金鐘道 95 號統一中心 3 樓運輸署香港牌照事務處；或
  - (二) 九龍長沙灣道 303 號長沙灣政府合署 2 樓運輸署九龍牌照事務處；或
  - (三) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 字樓運輸署觀塘牌照事務處；或
  - (四) 新界沙田上禾輦路 1 號沙田政府合署 2 樓運輸署沙田牌照事務處。

如需查詢運輸署各牌照事務處服務時間，可致電 2804 2600 或瀏覽運輸署網站 www.td.gov.hk

You can submit your application either

- (A) By post to P.O. Box 68115, Kowloon East Post Office, Kowloon (the certificate will be posted to you within 10 working days); or
- (B) In person or by agent to (if the application is submitted by an agent, the agent is required to produce his/her own original identity document for record purpose):—
- (1) Transport Department Hong Kong Licensing Office at 3/F., United Centre, 95 Queensway, Hong Kong; or
  - (2) Transport Department Kowloon Licensing Office at 2/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon; or
  - (3) Transport Department Kwun Tong Licensing Office at 5/F., Kowloon East Government Offices, 12 Lei Yue Mun Road, Kowloon; or
  - (4) Transport Department Sha Tin Licensing Office at 2/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.

For enquiry on service hours of Transport Department licensing offices, please call 2804 2600 or visit our website www.td.gov.hk

## 注意事項 NOTES FOR ATTENTION

- (1) 如任何駕駛執照持有人/登記車主曾向運輸署署長提供其姓名、地址或身分證明文件有所改變，他/她須在改變出現後 72 小時內以書面或遞交已填妥的運輸署表格 TD559，將有關改變通知運輸署署長，並需提交有關改變的證明。任何人無合理辯解而違反此規定，即屬犯罪，可處罰款 \$2,000。如屬姓名的改變或身分證明文件的改變，駕駛執照持有人/登記車主亦須將現有的駕駛執照正本 (如持有)、駕駛教師執照正本 (如持有)、車輛登記文件正本 (如持有)、車輛牌照 (如持有) 及自訂登記號碼分配證明書 (如持有) 送交運輸署署長，以作修改。
- (2) 運輸署署長在處理牌照申請時，可要求申請人出示其現時地址的證明 (住址及通訊地址，例如水/電/煤氣/手提電話費單或銀行信件等，而該地址證明需距今不超過三個月)，以及可在申請人出示該等證明之前，暫停處理該申請。因此，請申請人士帶同現時地址的證明，並在牌照事務處人員要求下，出示該地址證明。
- (3) 所有在本署以你的身分證明文件號碼登記的車輛牌照或駕駛執照的記錄，會根據你在本申請表內填報的地址而同時更改。
- (1) If a change occurs in the name, address or identity document of a driving licence holder/registered vehicle owner previously provided by the driving licence holder/registered vehicle owner to the Commissioner for Transport, the driving licence holder/registered vehicle owner shall, within 72 hours of the change, notify the Commissioner for Transport in writing or by submitting the completed Transport Department Form (TD559) with the proof of change. Any person who without reasonable excuse contravenes such requirement commits an offence and is liable to a fine of \$2,000. For cases of change of name or change of identity document, the driving licence holder/registered vehicle owner shall also deliver to the Commissioner for Transport the existing original driving licence (if applicable), original driving instructor's licence (if applicable), original vehicle registration document (if applicable), vehicle licence (if applicable) and Certificate of Allocation of Personalized Registration Mark (if applicable) for amendment.
- (2) The Commissioner for Transport may, in processing licensing application, require the applicant to produce proof of his/her present address (residential and correspondence address, e.g. water/electricity/gas/mobile phone bill or bank correspondence, and may suspend the processing of the application until the production of such proof. Therefore, applicants please bring along your proof of present address issued not more than 3 months from now for presentation as and when requested by officers of licensing office.
- (3) For any change of address notified in this application form, all vehicle/driving licence records of the applicant under the same identity document held by this Department will also be changed.

## 郵遞申請 APPLICATION BY POST

如果你以郵寄遞交申請表，請填寫下列資料 PLEASE FILL IN THE FOLLOWING ITEMS IF APPLY BY POST

- (1) 請在支票/銀行本票背面寫上你的姓名、身分證明文件號碼及日間聯絡電話。  
Please write down your Name, Identity Document Number and Day Time Contact Telephone No. on the back of the cheque/cashier order.
- (2) 請填上你的付款資料。  
Please fill in your Remittance Details.

銀行名稱 Name of Bank: \_\_\_\_\_

付款總額 Amount Paid: \_\_\_\_\_

支票/銀行本票號碼  
Cheque/Cashier Order No. \_\_\_\_\_

請在右頁提供的方格內填寫你的姓名及回郵地址，本署會將透過本申請表申請的證明書寄回該地址，但不會就該回郵地址資料更改本署記錄。  
Please fill in your name and return address to which the certificate applied by this form will be posted. We will NOT amend our record on the basis of this return address information provided.



收集目的

- 運輸署會使用透過本申請表所獲得的個人資料作下列用途：
  - 辦理有關審批你在本申請表中所提出的申請的事務；
  - 依照道路交通(車輛登記及領牌)規例第 4(2) 條的規定，保存一份車輛記錄，讓市民索閱；  
(只適用於與車輛有關的申請)
  - 依照道路交通(駕駛執照)規例第 39 條的規定，保存一份詳列駕駛執照上各細項的記錄；  
(只適用於與駕駛執照有關的申請)
  - 辦理有關交通及運輸的事務；及
  - 方便運輸署與你聯絡。
- 你必須提供本申請表所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。

獲轉交資料的部門／人士

- 你透過本申請表所提供的個人資料會向下列人士／部門公開：
  - 其他政府部門、決策局及有關機構，以作上述第 1 段所列的用途；
  - 任何人士，以作上述第 1 段 (b) 項所列的用途；及
  - 隧道公司、青馬管制區營運者及青沙管制區營運者，以便該等機構執行與交通及運輸有關的法定職責。

索閱個人資料

- 根據個人資料(私隱)條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括獲取本申請表所提供的個人資料副本一份。

查詢

- 有關透過本申請表收集的個人資料的查詢，包括索閱及修正資料，應寄往：

香港  
金鐘道 95 號  
統一中心 3 樓  
運輸署牌照事務組  
行政主任／FRT 收啟

Purposes of Collection

- The personal data provided by means of this form will be used by Transport Department for the following purposes:
  - activities relating to the processing of your application in this form;
  - maintenance of a register of vehicles for public access under regulation 4(2) of the Road Traffic (Registration and Licensing of Vehicles) Regulations;  
(applicable to vehicle-related applications only)
  - maintenance of a record of particulars of driving licences under regulation 39 of the Road Traffic (Driving Licences) Regulations;  
(applicable to driving licence-related applications only)
  - activities relating to traffic and transport matters; and
  - facilitating communication between Transport Department and yourself.
- It is obligatory for you to supply the personal data as required by this form. If you fail to supply the required data, your application may be refused.

Classes of Transferees

- The personal data you provided by means of this form may be disclosed to:
  - other Government departments, bureaux and relevant organizations for the purposes mentioned in paragraph 1 above;
  - any person for the purpose mentioned in paragraph 1(b) above; and
  - tunnel companies, Tsing Ma Control Area operator and Tsing Sha Control Area operator for execution of their statutory duties in traffic and transport matters.

Access to Personal Data

- You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Executive Officer/FRT  
Licensing Section, Transport Department,  
3/F, United Centre,  
95 Queensway,  
Hong Kong.

郵遞申請，請寄往以下地址 (請沿虛線剪下)



姓名 Name: \_\_\_\_\_

回郵地址 Return Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

運輸署觀塘牌照事務處  
東九龍郵政信箱 68115 號

Application by post to the following address  
(Please cut along the line)

**Transport Department  
Kwun Tong Licensing Office  
P.O. Box 68115,  
Kowloon East Post Office, Kowloon**